



DISABILITY EVALUATION ANALYST
(DEPARTMENTAL - OPEN EXAMINATION)
EXAM CODE: 5BP15

Department:	Department of Social Services
Release Date:	December 30, 2015
Final File Date:	February 2, 2016
Exam Type:	OPEN Departmental
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Salary:	MONTHLY-RANGED-SALARY - \$2,945 - \$4,788
Location:	Statewide

EEO

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (include pregnancy, childbirth, breastfeeding and related medical condition(s), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

This is an OPEN departmental examination for the California Department of Social Services. All applicants must meet the education and/or experience requirements as stated on this examination announcement. Career Credits do not apply.

FILING INSTRUCTIONS

Applications (STD 678) must be RECEIVED or POSTMARKED no later than the final file date of and, if applicable, must include a copy of 4 year degree or transcripts clearly indicating receipt of degree and date it was received. FAXED or EMAILED applications will not be accepted for this examination. Applications postmarked, personally delivered, or received via interoffice mail after the final file date will not be accepted.

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).

FILE BY MAIL:

California Department of Social Services
Personnel Bureau, Exam Unit
PO Box 944243
Sacramento, CA 94244-2430

FILE IN PERSON:

California Department of Social Services
Personnel Bureau, Exam Unit
744 P Street, OB 8, 15th Floor
Sacramento, CA 95814

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please mark the appropriate box for Question 2 on the Examination Application (STD 678). You will be contacted to make specific arrangements.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the California Department of Social Services. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

MINIMUM QUALIFICATIONS

EITHER I

Six months of experience in the California state service performing the duties of a Disability Evaluation Technician, Range B.

OR II

One year of experience in the California state service performing the duties of a Program Technician II. These duties must entail the dissemination of knowledge of the regulations and policies governing the Disability Evaluation Program.

OR III

Education: Equivalent to graduation from college. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they will be eligible for appointment.)

NOTE: The requirement for "Equivalent to graduation from college" means a Bachelor's degree from an accredited college or a letter from the college or university stating the applicant has met all of the academic requirements for graduation is acceptable. Applicants must show proof of degree and/or transcripts which clearly indicate receipt of degree prior to appointment as a Disability Evaluation Analyst.

POSITION DESCRIPTION

This is the entry, training, and first working level in this series. Incumbents adjudicate initial level claims for disability benefits.

EXAMINATION INFORMATION

This examination will consist of a written examination weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE EXAMINATION WILL BE DISQUALIFIED.**

Please click on the link below for access to the Disability Evaluation Analyst Study Guide:

http://www.cdss.ca.gov/cdssweb/entres/pdf/Studyguide_DEA.pdf

SCOPE OF EXAMINATION

WRITTEN TEST – WEIGHTED 100%

Scope

1. Analytical Ability
2. Reading Comprehension
3. Writing Skills

It is anticipated that the examination will be scheduled for **April 23, 2016** with testing locations in Sacramento, Oakland, Fresno, Los Angeles and San Diego. However, locations and dates may be changed as conditions warrant.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the experience and/or education requirements for this examination by the written test date. Your signature on the application indicates that you read, understood, and possess the minimum qualifications required.

Applications and resumes must include: examination title, "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications without this information will be rejected from this examination.

KNOWLEDGE AND ABILITIES

1. Aptitude for learning and understanding a broad range of technical data and applying it to individual cases.
2. Interacting with various groups of people, and other agencies in resolving problems.
3. Determine what information is needed, gather the information from a variety of sources, evaluate it, and come to an objective decision.
4. Read, comprehend, analyze, and interpret complex medical and vocational information.
5. Apply rules, policies, procedures, and other regulations to adjudicate cases.
6. Be accurate.
7. Use correct English grammar, spelling, and punctuation when writing summaries and reports.
8. Organize a large caseload.
9. Handle multiple situations, tasks, and pieces of information at one time and continually prioritize them.
10. Effectively work with co-workers, the general public, medical and legal communities, and other staff members.
11. Handle interactions with difficult individuals.
12. Maintain a professional and courteous attitude.
13. Question callers and elicit pertinent information.
14. Sit for long periods of time utilizing a computer.
15. Establish and maintain priorities.

SPECIAL PERSONAL CHARACTERISTICS

Demonstrated ability to act independently, open-mindedness, flexibility, and tact; willingness to make field visits away from established headquarters.

VETERANS PREFERENCE

Veterans' Preference: Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any Veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil services status.

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:

<http://www.calhr.ca.gov/state-hr-professionals/pages/5365.aspx>

GENERAL INFORMATION

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Social Services reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Americans with Disabilities Act, Title II: The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

Candidates needing special testing arrangements due to a disability must mark the appropriate option on the application and/or contact the testing department.

Criminal Record Clearance Information: Some positions within various divisions of the California Department of Social Services are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

How to Apply for Veterans' Preference: The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at www.jobs.ca.gov and on the Application for Veterans' Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.

**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
P.O. BOX 944243
SACRAMENTO, CA 94244-2430
(916) 657-1762**

If deaf or hearing impaired, call the California Relay Service –

From TDD phones: 1-800-735-2929

From voice phones: 1-800-735-2922

TTY telephone number: Sacramento (916) 653-5457

TTY is Telecommunications Typewriter and is reachable only from phones equipped with a TTY/TDD Device.